Oklahoma Department of Commerce

OKGrants Training and Technical Assistance

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Applications

Status	Description	Responsibility
Application in Process	The application has been initiated but not submitted to ODOC.	AO, FO or Writer can complete. AO can submit.
Application Cancelled	The application has been cancelled by the Grantee, and is no longer available	None
Application Submitted	The application has been submitted to ODOC for review.	ODOC
Changes Required	The application has been returned to the grantee for revision. See the notes or modification comments for details.	AO, FO or Writer can complete. AO can submit.
Application In Review	ESG Only - The application is under ODOC review.	ODOC
Application Under Review	The application is under ODOC review	ODOC
Application Denied	The application has failed to meet competitive, threshold or other requirements, has been denied, and is no longer available.	None
Contract Signatures Required	The application has been approved, and the contract has been forwarded to the grantee for signature. The AO must electronically sign the Contract Part I form and resubmit back to ODOC.	AO
Contract Signatures Submitted	The application has been signed by the grantee and now awaits ODOC signature.	ODOC
Division Director Signature Required	The application has been signed by the grantee and now awaits ODOC signature.	ODOC
Executed	The application has been awareded and signed, and is now in effect. Financials can now be initiated through the "Examine Related Items" page, or the contract can be modified or closed out through the "Change Status" page.	ODOC
Contract Hold	The awarded contract has encountered an issue with compliance. No funds may be requested until the issue(s) are resolved. See notes for details.	Grantee

Contract Modifications

Status	Description	Responsibility
Modification in Request	The grantee has initiated a modification request, but it has not been submitted to ODOC.	AO, FO, or Writer can complete. AO or FO can submit.
Modification Request Submitted	The Modification Request has been completed and submitted to ODOC for review.	ODOC
Modification Changes Requested	The Modification Request has been returned to the Grantee for revisions. See notes or Modification Comments for details.	AO, FO, or Writer can complete. AO or FO can submit.
Modification Changes Submitted	The Modification Request has been revised and resubmitted to ODOC for review.	ODOC
Modification Planner Review	The Modification Request is undergoing review by the ODOC Planner.	ODOC
Modifications In Process	The Modification Request has been approved, and the application has been returned to the Grantee to make their requested modifications. The budget page should now accept and track changes. Once the changes are saved, the Modification Request must be resubmitted to ODOC for review.	AO, FO, or Writer can complete. AO or FO can submit.
Modifications Submitted	The application has been modified as approved and submitted to ODOC for review.	ODOC
Program Manager Review	The application modification is undergoing ODOC Program Manager review.	ODOC
Director of Programs Review	The application modification is undergoing ODOC Director of Programs review.	ODOC
Budget Review	The application modification is undergoing budget review.	ODOC
Modifications Denied	The application modification request has been denied. The application will be returned to "Executed" status.	None
Modification Division Director Review	The application modification is undergoing ODOC Division Director review.	ODOC
Generate Contract Modification	The application modification request has achieved final approval. The contract is being modified accordingly.	ODOC

Contract Modification Signatures Required	The modification request has been approved, and the new contract has been forwarded to the grantee for signature. The AO must electronically sign the Contract Part I form and resubmit back to ODOC.	AO
Contract Modification Signatures Received	The modified contract has been signed by the grantee and has been submitted back to ODOC.	ODOC
Contract Modification Division Director Signature Required	The modified contract has been signed by the grantee and now awaits ODOC signature.	ODOC

Closeouts

Status	Description	Responsibility
Closeout in Process	The Closeout process has been initiated by the grantee, but has not yet been submitted to ODOC.	AO, FO, or Writer can complete. AO can submit.
Closeout Report Cancelled	The Closeout process has been cancelled by the grantee, and the contract should automatically return to "Executed" status.	None
Closeout Report Submitted	The Closeout documentation has been submitted to ODOC for review.	ODOC
Closeout Report Changes Required	The Closeout has been returned to the Grantee for revisions. See notes or modification comments for details.	AO, FO, or Writer can complete. AO can submit.
Closeout Planner Review	The Closeout documentation is undergoing review by the ODOC Planner.	ODOC
Closeout Management Review	The Closeout documentation is undergoing review by ODOC management.	ODOC
Closeout Accounting Review	The Closeout documentation is undergoing review by ODOC accounting.	ODOC
Grant Closed	The Application has been closed out and is no longer available.	None

Audits

Status	Description	Responsibility
Audit Report in Process	The Audit has been initiated by the grantee, but has not been submitted to ODOC for review.	AO, FO, or Writer can complete. AO or FO can submit.
Audit Report Cancelled	The Audit report has been cancelled by the Grantee, and is no longer available.	None
Audit Report Submitted	The Audit report has been submitted to the ODOC Audit Manager for review.	ODOC
Audit Report Response Required	The Audit report has been sent to the Grantee for response. The Audit response must be uploaded into the Audit Report, and the Audit Report must then be submitted back to the ODOC Audit Manager by the AO.	AO, FO, or Writer can complete. AO or FO can submit.
Audit Report Closed	The Audit Report has been accepted and closed out and is no longer available.	None

Advances

Status	Description	Responsibility
Advance in Process	This advance has just been created, and has not yet been submitted to ODOC	AO, FO, or Writer can complete. AO or FO can submit.
Advance Cancelled	This advance has been cancelled, and is no longer available	None
Advance Submitted	This advance has been submitted to ODOC for payment, and is awaiting approval by ODOC	ODOC
Advance Changes Required	This advance has been returned to the grantee for revisions. See the notes or modification comments for details	AO, FO, or Writer can complete. AO or FO can submit.
Advance Review	This advance has achieved preliminary approval, and is awaiting approval from ODOC Management	ODOC
Accounting Review	This advance has been programmatically approved.	ODOC
Advance Denied	This advance request has been denied by ODOC, OMES or the Federal Funding Agency	None
Advance Approved	Fiscal approval has been achieved, and the request is being forwarded to the Federal Funding Agency	ODOC
Peoplesoft in Process	The advance has been sent to the Office of Management and Enterprise Services, and is being coordinated with the Federal Funding Agency. This step actually comprises several other steps, so it's not uncommon for a request to be in this status for a few days. However, it's the last step before the payment reaches the organization's bank account on record. In some cases, the payment will reach the account before the status reflects "Advance Paid".	ODOC/OMES
Advance Paid	The request has been fulfilled through ODOC and the Federal Funding Agency, and the Electronic Funds Transfer should be reflected in the organization's bank account on record.	None

Reimbursement Claims

Status	Description	Responsibility
Claims in Process	This advance has just been created, and has not yet been submitted to ODOC	AO, FO, or Writer can complete. AO or FO can submit.
Claims Cancelled	This advance has been cancelled, and is no longer available	None
Claims Submitted	This advance has been submitted to ODOC for payment, and is awaiting approval by ODOC	ODOC
Claims Changes Required	This advance has been returned to the grantee for revisions. See the notes or modification comments for details	AO, FO, or Writer can complete. AO or FO can submit.
Claims Review	This advance has achieved preliminary approval, and is awaiting approval from ODOC Management	ODOC
Accounting Review	This advance has been programmatically approved.	ODOC
Claims Denied	This advance request has been denied by ODOC, OMES or the Federal Funding Agency	None
Claims Approved	Fiscal approval has been achieved, and the request is being forwarded to the Federal Funding Agency	ODOC
Peoplesoft in Process	The advance has been sent to the Office of Management and Enterprise Services, and is being coordinated with the Federal Funding Agency. This step actually comprises several other steps, so it's not uncommon for a request to be in this status for a few days. However, it's the last step before the payment reaches the organization's bank account on record. In some cases, the payment will reach the account before the status reflects "Advance Paid".	ODOC/OMES
Claims Paid	The request has been fulfilled through ODOC and the Federal Funding Agency, and the Electronic Funds Transfer should be reflected in the organization's bank account on record.	None
Claim Accepted	The Claim has been accepted by ODOC as completed. This typically occurs on monthly claims of $0.00.	None

Expenditure Reports

Status	Description	Responsibility
Expenditure In Process	The Expenditure Report has been initiated by the Grantee, but has not yet been submitted to ODOC.	AO, FO, or Writer can complete. AO or FO can submit.
Expenditure Cancelled	The Expenditure Report has been cancelled by the Grantee, and is no longer available	None
Expenditure Submitted	The Expenditure Report has been submitted to ODOC for review.	ODOC
Expenditure Changes Required	The Expenditure Report has been returned to the grantee for revisions. See notes or modification comments for details.	AO, FO, or Writer can complete. AO or FO can submit.
Expenditure Review	The Expenditure Report is undergoing ODOC review.	ODOC
Expenditure Denied	The Expenditure Report has been denied, and is no longer available.	None
Expenditure Approved	The Expenditure Report has been approved by ODOC and sent to ODOC Accounting as completed.	None
Expenditure Accepted	The Expenditure Report has been accepted by ODOC as completed. This typically occurs on monthly reports of $0.00.	None

Requests for Release of Funds

Status	Description	Responsibility
Release of Funds in Process	The Request for Release of Funds has just been created, and has not yet been submitted to ODOC	AO, FO, or Writer can complete. AO can submit.
Release of Funds Cancelled	The Release of Funds has been cancelled by the Grantee, and is no longer available	None
Release of Funds Submitted	The Request for Release of Funds has been submitted to ODOC for review.	ODOC
Release of Funds Changes Required	The Request for Release of Funds has been returned to the grantee for revisions. See the notes or modification comments for details.	AO, FO, or Writer can complete. AO can submit.
Program Manager Review	The Request for Release of Funds is awaiting ODOC management approval.	ODOC
Release of Funds Review	The Request for Release of Funds is undergoing ODOC review.	ODOC
Release of Funds Approved	The Release of Funds has been approved by ODOC, pending Davis-Bacon determinations.	ODOC
Wage Determinations Required	Prior to going out for bid, the Wage Determination Request form must be uploaded and submitted to ODOC for approval.	AO or Writer can complete, AO can submit.
Wage Determinations Submitted	The Wage Determination Request is undergoing ODOC Review.	ODOC
Wage Determinations Approved	The Wage Determination Request has been approved by ODOC.	ODOC
Notice of Award Required	Prior to obligating any construction funds, the Notice of Award(s) must be uploaded and submitted to ODOC for approval.	AO or Writer can complete, AO can submit.
Notice of Award Submitted	The Notice of Award is undergoing ODOC Review.	ODOC
Release of Funds Complete	The Request for Release of Funds has been fully approved and all funds can now be obligated.	None

Progress Reports

Status	Description	Responsibility
Progress Report in Process	The Progress Report has been initiated by the Grantee, but has not yet been submitted to ODOC.	AO, FO, or Writer can complete. AO can submit.
Progress Report Cancelled	The Progress Report has been cancelled by the Grantee, and is no longer available	None
Progress Report Submitted	The Progress Report has been submitted to ODOC for review.	ODOC
Progress Report Changes Required	The Progress Report has been returned to the grantee for revisions. See notes or modification comments for details.	AO, FO, or Writer can complete. AO can submit.
Progress Report Approved	The Progress Report has been approved by ODOC as completed.	None

Monitoring Reports

Status	Description	Responsibility
Monitoring Report in Process	The Monitoring Report has been initiated by ODOC, but has not been finalized or sent to the grantee for response.	ODOC
Monitoring Report Cancelled	The Monitoring Report has been cancelled by ODOC, and is no longer available	None
Monitoring Report Submitted	The Monitoring Report has been submitted to ODOC management for review.	ODOC
Monitoring Report Changes Required	The Monitoring Report has been returned to the ODOC Project Manager for revisions.	ODOC
Monitoring Report Approved	The Monitoring Report has been approved and will be sent to the Grantee.	ODOC
Monitoring Report Completed	The Monitoring Report has been completed and no further action is necessary.	None
Monitoring Report Response Required	The Monitoring Report has been sent to the Grantee for response. The monitoring response must be uploaded into the Monitoring Report, and the Report must be submitted by the AO back to ODOC.	AO, FO, or Writer can complete. AO can submit.
Monitoring Report Response Submitted	The Monitoring Report Response has been submitted to ODOC for review.	ODOC
Monitoring Report Response Review Required	The Monitoring Report Response is under review by ODOC management.	ODOC
Monitoring Response Requires Further Review	The Monitoring Report Response is under review by ODOC management.	ODOC
Monitoring Issues Un-Resolved	The Monitoring Report has been closed without resolution to one or more issues.	None